

## **SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports, and records, and all other duties of a secretary, including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking officers.

### **EXAMPLES OF WORK**

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material;

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instructions to other clerical personnel at the chief's direction;

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Reads reports and summarizes information therein for chief to review without necessary time loss. Prepares more comprehensive reports and information breakdown for chief's examination;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good knowledge of modern office practices and procedures and of

business English, spelling, arithmetic;

Good judgement in making decisions in the light of established procedures and precedents and resourcefulness in meeting new problems;

Skill in the use of typewriters, adding machines, and other office equipment;

Ability to handle routine clerical operational details independently;

Ability to accurately and effectively take and transcribe dictation and to type from notes and recordings;

Ability and willingness to take and follow oral instructions and to establish and maintain satisfactory working relationships with other employees and the public.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age

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